

OFFICE OF TRAINING

NOTICE
NO. 7-64

2 March 1964

SUBJECT: Civil Defense Plan for Broyhill Building

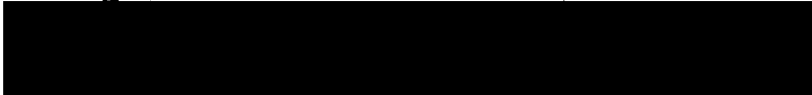
1. The Civil Defense System provides for two warning signals to be used in the event of a threatened air attack.

- a. The ALERT SIGNAL is a steady five minute siren blast on signals located outside the building. If it is sounded while you are at home, you should turn on your radio, listen for instructions and prepare to take cover. If you are on duty, you shall immediately secure all classified material, close all doors and windows, lower and close all venetian blinds and turn off all electrical appliances. You should, however, remain in your work area unless instructed to do otherwise by wardens or other authority or until the TAKE COVER SIGNAL is sounded.
- b. The TAKE COVER SIGNAL is a three minute rising and falling wailing sound on signals located outside the building. If you are at home, you should take cover in the best shelter available. If you are on duty, you should proceed to the main corridor or elevator lobby area of your floor. These have been designated as shelter areas on the fourth through eighth floors. It is important that all doors be closed as you leave your work area. You should remain in a shelter area until further instructions are received.
- c. The ALERT SIGNAL will be sounded as the first signal if there is one hour or more of warning time. The TAKE COVER SIGNAL will be the first one sounded if there is less than one hour of warning time. If the ALERT SIGNAL has been sounded, the TAKE COVER SIGNAL will be sounded when twenty minutes of warning time remain.
- d. Any person leaving the building after either of these signals is sounded will do so at his own risk.

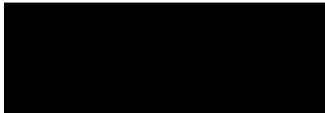
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2. The warden group appointed to handle evacuation of the Broyhill Building in the event of fire (see OTR Notice No. 2-64) will be responsible for ensuring that all action required by paragraph one is taken in the event of an air raid alert. However, instead of reporting to the first floor lobby, the Chief Emergency Officer and his two alternates will report to Room 531, Broyhill Building, to receive and relay any instructions given by radio. Also, Stairway Exit Wardens will not be required unless instructions are given to evacuate the building.

3. The following publications should be reviewed periodically:

- a. Guide for Civil Defense Action in the Washington Warning Area.
- b. Change in the Civil Defense Public Alert Signal

- c. OTR Regulation No. 50-2, dated 11 February 1963.

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MATTHEW BAIRD
Director of Training

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Key ID - Broyhill Bldg.
Personnel Only

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